

# THE COUNTY BULLETIN

## And Uniform Compliance Guidelines

### ISSUED BY STATE BOARD OF ACCOUNTS

Vol. No. 436

June 2023

#### REMINDER OF ORDER OF BUSINESS

##### **July**

- 1 On or before this date or 51 days after the tax payment due date the county treasurer shall certify a list of real estate delinquencies for tax sale. [IC 6-1.1-24-1]  
  
On or before July 1 of each year, each county assessor shall certify to the county auditor the assessment value of the personal property in every taxing district. [IC 6-1.1-3-17]
- 2 On or before this date, the county auditor should receive County Form 144 (Statement of Salaries and Wages Proposed to be Paid Officers and Employees), from officers, boards, commissions and agencies [IC 36-2-5-4]. The county auditor shall present these forms to the county executive at its July meeting. The county executive shall review and make its recommendations. Before August 20 the county executive shall present County Form 144 and its recommendations to the county fiscal body.
- 4 Legal Holiday - Independence Day [IC 1-1-9-1]
- 11 Distribute congressional interest to school corporations - second Monday. [IC 20-42-2-7]
- 15 In those counties participating in Public Employee's Retirement Fund, last day to make pension report and payment for the second quarter of 2022 to the Public Employee's Retirement Fund.
- 20 Last day to report and make payment of balance of State and County Income Tax withheld in the month of June to Indiana Department of Revenue.
- 31 Last day to file quarterly contribution and wage reports with Indiana Department of Workforce Development.  
  
Last day for county treasurer to mail demand notices to delinquent personal property taxpayers. [IC 6-1.1-23-1]

##### **August**

- 9 Last date for county officers and department heads to file the respective budget estimates with county auditor - Wednesday following first Monday in August. [IC 36-2-5-9]
- 19 Last date for board of commissioners to review "Statements for Salaries and Wages Proposed to be Paid Officers and Employees" and to make its recommendations to the county council. [IC 36-2-5-4(b)]
- 20 Last day to report and make payment of State and County Income Tax withheld in the month of July to Indiana Department of Revenue.

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**REMINDER OF ORDER OF BUSINESS**  
**(Continued)**

**September**

- 4 Legal Holiday - Labor Day. [IC 1-1-9-1]
- 20 Last day to report and make payment of State and County Income Tax withheld in the month of August to Indiana Department of Revenue.
- 29-30 Last date to comply with provisions IC 36-2-5-11, "Each ordinance must be read on at least two (2) separate days before its final adoption."

**INTERNAL CONTROLS**

Internal controls are the policies and procedures used by management to ensure that their programs and functions operate efficiently and effectively in conformance with applicable laws and regulations. One purpose of internal control is to ensure that financial reporting of the financial statements and the schedule of expenditures of federal awards are completed accurately. It is also used to reduce the risk associated with fraud related to the operations of the governmental unit. Internal control is essentially a check and balance system over the operations. The foundation for a good internal control system starts with making sure that there are appropriate procedures in place to ensure that errors and fraud are either prevented or detected and corrected in a timely manner.

In order to have an effective internal control system, it is important to have proper segregation of duties. Segregation of duties is a common term referred to in relation to internal control. This means to have a separation of functions over certain activities that would provide internal control. The fundamental premise of segregation of duties is that an individual or small group of individuals should not be in a position to initiate, approve, undertake, and review the same action. An example of appropriate segregation of duties would be having one individual prepare claims, having another individual review and approve the claims, and having a third individual sign the checks for payment of the claims. Without proper segregation of duties, it is difficult to have an effective system of internal control. Sufficient compensating controls would then need to be implemented. This might entail random verification and approval by the official at different points in the process or switching duties. There are two main advantages to implementing segregation of duties. The first is that fraud is more difficult to perpetrate when proper segregation of duties is in place because it would require collusion of two or more individuals. Secondly, with several individuals involved in the process, innocent errors are more likely to be detected and corrected. Officials have the fiduciary responsibility to ensure the proper accountability of financial activity. This is accomplished by making sure there is proper oversight, reviews and approvals.

The Accounting and Uniform Compliance Guidelines for each unit provides that internal controls be established and put into operations. Therefore, a sound internal control system should be put into place to ensure accurate reporting of the financial statements and the schedule of expenditures of federal awards. Additionally, a sound internal control system should be put into place to ensure that all requirements related to federal awards received are complied with. The requirements of a federal program can be obtained from various sources which include but are not limited to the grant agreement with the Federal agency/pass-through entity, the appropriate section of the Code of Federal Regulations and United States Code, and applicable handbooks and other guidance provided by the Federal agency and/or pass-through entity.

In addition to the guidance noted above, the A-102 Common Rule and OMB Circular A-110 (2 CFR part 215) require that non-Federal entities receiving Federal awards (i.e., auditee management) establish and maintain internal control designed to reasonably ensure compliance with Federal laws, regulations, and program compliance requirements. OMB Circular A-133 requires auditors to obtain an understanding of the non-Federal entity's internal control over Federal programs sufficient to plan the audit to support a low assessed level of control risk for major programs, plan the testing of internal control over major programs to support a low assessed level of control risk for the assertions relevant to the compliance requirements for each major program, and, unless internal control is likely to be ineffective, perform testing of internal control as planned.

### **INTERNAL CONTROLS (Continued)**

As the auditor of your local governmental entity, the State Board of Accounts will be assessing the controls you have in place over the preparation of the financial statements and schedule of expenditures of federal programs and over the compliance with the requirements of federal programs. If we determine that controls for any of these areas are either not in place or are not operating effectively, we are required by the standards we follow to report those issues. This reporting is required to be made in the form of written Federal findings included in the audit report. In order for us to be able to determine operating effectiveness of the controls, we must have documentation of the controls to audit. Therefore, any review completed over the preparation of the financial statement or schedule of expenditure of federal awards should be documented in some way. Additionally, the oversight given to ensure compliance with requirements of the federal programs should be documented.

### **SALES DISCLOSURE FEE AND FUND (IC 6-1.1-5.5)**

A Buyer and Seller must file a Sales Disclosure Form with any conveyance document (Conveyance document is defined at IC 6-1.1-5.5-2). The Sales Disclosure Form is to be prescribed by the Department of Local Government Finance.

IC 6-1.1-5.5-4 requires a person filing a sales disclosure form shall pay a fee of ten dollars (\$10) to the County Auditor. A buyer and seller may agree to file jointly, and if so there will be only one sales disclosure form. If they don't agree, then a form must be filed by each party separately. Based on this it would appear that ten dollars (\$10) should be charged for each form filed, not each person filing. No charge is to be made if the transaction is Exempt from filing the Disclosure of Sales Information Form.

The finalized version of the prescribed form was not designed to incorporate a receipt, therefore you will need to account for these fees in the following manner:

1. The County Auditor must issue a receipt for each form filed. We would recommend the use of General Receipt Form No. 352 instead of issuing a quietus for each form filed. At the end of each business day one quietus would be written for the entire day's collection and posted in total to the Auditor's Fee Book County Form No. 1. (This will result in the funds ledger being posted daily and also fulfill the statutory requirements to deposit within the next business day. It also should cut down on the traffic between the treasurer and auditor's office since you will not be issuing a quietus for each form filed, which would require the person to go to the County Treasurer's office to complete the quietus transaction.)
2. Of the ten dollar (\$10) fee the county will retain fifty percent (50%), for deposit within the Sales Disclosure --County Share Fund # 1131 and the remaining fifty percent (50%), will be receipted to the Sales Disclosure – State Share Fund # 7105. The County Auditor will semi-annually forward to the Auditor of State the State Share.

The fiscal body of each county shall establish a Sales Disclosure Fund. Money in the Sales Disclosure Fund may be expended only for: administration of this chapter, verification of the information contained on a sales disclosure form, training of assessing officials, or purchasing computer software or hardware for a property record system. The county fiscal body shall appropriate the money in the sales disclosure fund based on requests by assessing officials in the county.

**ENHANCED ACCESS FUND (IC 5-14-3-8.3)**

If your unit has the process of enhanced access, then the fiscal body (County Council) must pass an ordinance establishing an "Enhanced Access Fund". The fund is to be administered by the public agency or officer designated by the ordinance or resolution. The fees that will be charged will be contractual fees. Contracts entered into must specify that the person will:

- (1) Pay the fee for enhanced access and
- (2) Not engage in unauthorized access, unauthorized alteration of records, or disclose any confidential public records.

Other fees to be deposited will include permitting a governmental entity to inspect public records by means of an electronic device. The public agency may charge a reasonable fee for the inspection of public records or the public agency may waive such a fee. This should be addressed in the creating ordinance. If the agency that collects funds utilizes a bank account for the deposit and remittance of fees, the funds collected would be reported on the report of collections and transferred to the auditor monthly. The agency that collects the fees should be issuing receipts for the funds collected. If the agency does not already have prescribed receipts, then general receipt form 352 should be utilized. The creating ordinance should specify the use of the fund as defined by statute. The enhanced access fund should be appropriated and expended for:

- (1) The replacement, improvement, and expansion of capital expenditures, and
- (2) The reimbursement of operating expenses incurred in providing enhanced access to public information.

The method for the payment of claims paid on the fund would be in the same manner as other county claims.

**ELECTRONIC MAP GENERATION FUND (IC 5-14-3-8.5)**

If your county provides an electronic map service, the fees charged will be deposited to an electronic map generation fund. The fund will have to be created by ordinance and will be administered by the public agency that collects the fees. The fees charged are to be based on the units reasonable percentage of their direct cost of maintaining, upgrading, and enhancing the electronic map and for the direct cost of supplying the electronic map in the form requested by the purchaser. The fee is subject to the approval of the fiscal body. The fee may be waived if the electronic map will be used for a noncommercial use such as identified under IC 5-14-3-8(k). If the public agency that collects the funds utilizes a bank account for the deposit and remittance of fees, the funds collected would be reported on the report of collections and transferred to the auditor monthly. The agency should be writing receipts for the funds collected. If the agency does not already have prescribed receipts, then general receipt form 352 should be utilized. The electronic map generation fund may be appropriated for the following purposes:

- (1) The maintenance, upgrading, and enhancement of the electronic map, and
- (2) The reimbursement of expenses incurred in supply the electronic pay in the form requested by the purchaser.

The method for the payment of claims paid on the fund would be in the same manner as other county claims.

### **CLERK'S RECORD PERPETUATION FUND (IC 33-37-5-2)**

Each county clerk will establish a clerk's record perpetuation fund. The fees to be deposited will be, the document storage fees, and the late payment fees authorized for deposit in this fund. This fund is to be appropriated and expended for the preservation of records and the improvement of record keeping systems and equipment. The method for the payment of claims paid on the perpetuation fund would be in the same manner as other county claims.

### **RECORD OF HOURS WORKED**

IC 5-11-9-4 provides that records be maintained showing which hours were worked each day by officers and employees of the county.

This requirement can be met by preparing an endorsement on the payroll claim form showing the general work schedule and listing the specific employees who worked hours different from that general work schedule. Each elected officer or head of each department would be responsible for preparing such endorsement on the payroll claim for their office or department.

If an employee is employed by more than one (1) public agency or in more than one (1) position within that public agency, it is also essential that an accurate record of hours worked be maintained. In these instances we recommend that each department records reflect hours worked in both positions.

An employee who works for more than (1) governmental unit should not be paid by more than one governmental unit for the same period of time worked. Such employee should use his/her accumulated leave time from one governmental unit while serving the other governmental unit when there is an overlap in a work schedule. For example, a county employee, who is also a member of a school board, attends a school board meeting during his/her work shift. The employee would be expected to use his/her time accumulated at the county while attending such meeting. IC 5-11-9-4 requires such officers and employees to maintain records showing which hours were worked each day.

An employee of a county who fills two separate positions (deputy auditor and part-time janitor, for example) would be required by IC 5-11-9-4 to maintain a record of hours worked. This requirement can be met by indicating the number of hours worked on each Employee's Service Record General Form No. 99 A and/or General Form No. 99B.

### **PROPERTY REASSESSMENT FUND INVESTMENTS**

The county treasurer shall as provided by IC 6-1.1-4-28.5(c) invest any money accumulated in the property reassessment fund until the money is needed to pay reassessment expenses. Any interest received from the investment of this money shall be receipted into the property reassessment fund.

### **COMPENSATION – ANNUAL SALARIES – PROPER PAYMENTS**

Indiana statutes require salary ordinances to be enacted annually for all elected and appointed county officials and employees. Historically, even dollar amounts such as \$20,000 are set as an annual salary for an employee. With a bi-weekly payroll period established for the unit, it becomes difficult to pay an employee the exact amount of his/her annual salary since twenty-six payrolls (in some years there are twenty-seven) will not divide evenly. Unless an odd amount is paid for the last payroll period, the employee is either over or under paid the amount established in the salary ordinance causing either an unhappy employee or an unhappy local fiscal officer.

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**COMPENSATION – ANNUAL SALARIES – PROPER PAYMENTS (Continued)**

It is suggested for salary ordinances enacted in 2003 and all future periods, the employee salaries be established to coincide with the customary work and pay period. (For example, instead of \$20,000 annually, adopt \$385.00 weekly or \$770.00 bi-weekly.) By using this method it will make no difference if there are 52 or 53 weekly pays or 26 or 27 bi-weekly pays.

When using this suggestion and preparing your budget, it will be imperative the proper number of pays be computed in order to not under-estimate the next year's requirements for personal services and associated fringe benefits. Keep in mind that the salary ordinance and the budget ordinance are two different statutory requirements. You should not attempt to combine the ordinances.

**PRESCRIBED FORMS**

The State Board of Accounts prescribes forms to be used within the political subdivisions. This process is outlined in more detail within Chapter 1 of the Accounting and Uniform Compliance Guidelines. Although we prescribe the forms, copies must be purchased from a public print vendor or other source. The prescribed forms are not available on our website, but a sample copy can be obtained from the County Directors. Many software programs can create exact replicas of the prescribed forms and may be used as the prescribed form. Any form that is not an exact replica must be approved.

For any form that is to be approved, the county can start using the form as soon as they have it ready. A log of these forms must be kept indicating the form it replaced and the effective date of the new form. At the beginning of an engagement, this log must be presented to the field examiners. The field examiners will review the form, how it is used and determine if it contains the same information as the prescribed form and works in the manner prescribed.

To be approved, new forms must be in place during at least one engagement and must not be an element of a finding or result and comment that is responsible or partially responsible for an exception found during an engagement. Once a form is approved during an audit it is the counties responsibility to place on the new form the year of installation in the upper right corner. This reference should be similar to "Installed in [Name of Unit], (20xx).

**PAYROLL ISSUES**

For both elected officials and employees, payroll should be processed in accordance with the salary and wage ordinance and the county's written policy of compensation and benefits. The county council should, at its annual budget meeting, adopt a salary ordinance fixing the salaries of county officers, deputies, assistances and employees. This ordinance is separate from the budget ordinance. The Form 144 completed as part of the budget process is not the salary ordinance. The salary ordinance is a separate and distinct ordinance and should in no way be combined with the ordinance for appropriations.

During an audit of payroll, we are looking to see that the payment amount that an official or employee received is in accordance with what has been authorized on the salary ordinance. Each salary or wage payment should be clearly tied to the period of service for which the payment is being made. If questions arise concerning the payment for service, there should be sufficient documentation to ascertain the periods of service performed and the corresponding payment for that period of time. Any paid time off should be granted in compliance with the county's policy and adequately documented.

Elected officials do not have to track their hours worked. IC 36-2-5-13(b) states that "An elected county officer is not required to report hours worked and may not be compensated based on the number of hours worked." However, this applies only to elected officers. First Deputies and other salaried employees, who are not elected officers, would have to report hours/days worked.

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**PAYROLL ISSUES (Continued)**

IC 36-2-8-5 states that, "Compensation of deputies and employees of county officers shall be paid by warrants that are payable to the respective deputies and employees after (1) filing of itemized and verified claims as prescribed by IC 36-2-6 and (2) allowance of the claims by the county executive." Payroll claims must be submitted for all employees, even if it is a salaried position.

Statute also states that payment may not be made in advance of the services provided. As an example, if a newly elected officer or a newly hired employee begins work on January 1, they should not receive a payment for a full bi-weekly pay period during the first week of January after working only a few days. If such a payment is issued and the employee leaves employment before the full service is performed, we would expect to see a reimbursement to the county by that employee.

It is a county decision as to how often compensation is paid. IC 36-2-8-2 states that "the county auditor and county treasurer may pay salaries and wages to county officers and employees monthly, twice each month, every two (2) weeks, or weekly." IC 36-2-8-4 states: "A county officer or a deputy or employee of a county office is entitled to payment for services only after the officer, deputy or employee has rendered those services". There is no statute that requires an elected officer's annual pay be completely paid by year end or that the W-2 and salary ordinance of an elected official must match exactly.

We would not take audit exception to payments made in arrears or encumbrances of those payments in arrears. Based on that position, we also would not take audit exception if an elected officials' annual salary is not completely paid within a calendar year. We recommend that salary ordinances for salaries be set at bi-weekly or weekly amount, if an annual salary amount is set, and the amount is divided into 26 biweekly or 52 weekly pays. The county should have a policy in place on how to process uneven payment amounts to match the total annual salary that was approved and how to process payroll in years with 27 biweekly pays.

**NEW FUNDS ON THE CHART OF ACCOUNTS FOR 2023**

**Local Public Health Services Fund – Fund # 1161**

Established to account for the new public health funding from the State under IC 14-46-10-1.5. The new fund should be used for funding received after July 1, 2023. The Local Health Maintenance fund (1168) and the Local Health Department Trust Fund (1206) will no longer be funded by the State after the final distribution to those funds in July. Those final payments will be posted to the Local Health Maintenance and Local Health Department trust fund as directed by Indiana Department of Health. Any balances in those funds may continue to be used for the purposes established for those funds. There will be no new receipts to the funds after the final payment in July. When the balance is zero, the fund will be closed out and no longer used.

**Local Public Health Services Funding – Fund # 7307**

Established as a remittance fund for counties in which a city health department is located. The funding will be sent by the State to the County and the County will distribute the city health department's share of the funding per an interlocal agreement. See IC 6-3.6-6-2.9

**LIT – Dedicated to Court Staff Costs – Fund # 1239**

Established to account for a new LIT Expenditure rate for the cost of court staff. IC 6-3.6-6-2.9 provides the requirements for the new rate if the county chooses to establish the rate. The revenues from this LIT rate must be deposited into a separate fund and used only to pay for county staff expenses for the state judicial system in the county. The expenses paid may not exceed 50% of the county's total budgeted operational staffing expenses for the courts in any year. The county will be required to report annually to the justice reinvestment advisory board on the use of this funding.

## **EXAMINATIONS AND INVESTIGATIONS**

Pursuant to recent legislative changes to Ind. Code 5-11-4-3(d), there will be an adjustment to our rates for non-federal taxing units and soil and conservation districts. The statute states, in relevant part:

(d) Except as otherwise provided in this chapter, each:

(1) taxing unit; and

(2) soil and water conservation district;

shall be charged an amount equal to fifty percent (50%) of the actual direct and indirect cost of performing an examination for each field examiner, private examiner, expert, or employee of the state board of accounts who is engaged in making examinations or investigations carried out under this article, but not to exceed four hundred dollars (\$400) per day. . . .

The change will occur for all examinations and investigations with field work beginning on or after July 1, 2023. Our rates are listed below and available at: <https://www.in.gov/sboa/about-us/our-rates/>.

- Non-federal taxing unit and soil and water conservation district rate: \$395 per day
- Technology fee: \$55 per day
- Processing fee: \$35 per day
- Full direct and indirect cost rate: \$968 per day
- Procured audit and opt-out unit processing fee: \$375 per report
- Technical assistance fee for opt-out units: \$129.07 per hour

As always, the entities audited by the State Board of Accounts will continue to receive technical assistance and training from the State Board of Accounts without charge. We appreciate your understanding and support as we strive to maintain the quality of our services, and we look forward to our continued partnership.

## **QUESTIONS AND ANSWERS FROM COUNTY RECORDERS CONFERENCE**

Question 1: In the Notary Seal requirements: Most notaries use a Seal that States “seal” and Notary Public. However, some notaries are using the seal that is the State of Indiana’s Seal and the word “seal” is a portion of the State’s wording. Is this type of seal acceptable for Notary requirements? Or should the Notary use a Notary Public Seal that states “seal”.

Answer 1: It is important to remember that you are to determine if the document is fit to be recorded, not if the document is legal. IC 33-42-10-2 states exactly what an official seal should have.

Question 2: We would like an explanation as to why INDOT deeds are to be recorded without fee when the Auditor's Office receives sales disclosure fees for these recordings.

Answer 2: IC 36-2-7-10 section h states that the county recorder may not charge or collect any fee for, under 2 B (Real Property IC 8-23-7) and C (Miscellaneous Provisions IC 8-23-23) is where INDOT falls under.

Question 3: I would like some information on how we need to be handling Oil and Gas Lease Assignments, Oil & Gas releases, etc. pertaining to multiple cross references on one document. We had an attorney give us a hard time when we told him that we charge \$7 for each additional cross references on these documents before we can record them.

Answer 3: IC 36-2-7-10 section c 4 states: (4) If the county recorder has elected to attest to the release, partial release, or assignment of any mortgage, judgment, lien, or oil and gas lease contained on a multiple transaction document, the fee for each transaction after the first is seven dollars (\$7) plus the amount provided in subdivision (1).



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**QUESTIONS AND ANSWERS FROM COUNTY RECORDERS CONFERENCE (Continued)**

Question 4: Our county has always charged and enforced those cross references stating that they MUST be included on these documents in order to be recorded. But the attorney was very adamant about not including them and not paying for them, so we went ahead and recorded this document without the references, as presented to us. We explained to him that this document is not going to be beneficial without the cross references.

In the meantime, we did not realize that another county had enforced it with him, and he paid them for all the extra cross references per the IC Code which requires the references to be on this document. So, by us not requiring it that one time, it caused issues with the other county that did charge for the references.

This county brought it to our attention saying that this was not our call to make per the IC Code requiring referencing on these documents, but this county did not include the IC code for us to reference with.

Our county has been trying to find this IC code, but we haven't been able to locate it. Can someone please give us the correct IC Code on this for future reference? Also, if there is no IC Code in place, what steps do we need to take to get this enforced? We would like to know how other counties are handling this situation, so we can be all be on the same page, if this is possible.

Answer 4: If it is a document that needs the cross reference, then you will need to cross reference the document to complete the search.

Question 5: When we find a document while doing back scanning that contains a SS#, the CSI system will redact the number on the computer image but what about the paper image we have in the vault book. Those books are available to searchers. Do we black them out on the paper copy?

Answer 5: If you know it's there it needs to be redacted out, read IC 36-2-7.5-8. You will need to black it out on the paper copy.

Question 6: We have a list of "Approval and References Needed for Recording Official Bond". My question is: There is one particular bond that is submitted that allows for the elected official to sign, have it notarized and the area for the approval. Other bonds just have signature, notary and some bonds do not have any area at all for approval. Do I just get the approval that is listed by a signature on the bond from that elected official? Or do I only seek the approval when the bond has a specific area for them to sign?

In addition, some of the office holders are saying now they are no longer required to have a bond, but can carry a crime coverage policy. Do they need recorded in our office or approvals?

Answer 6: If the bond is presented to be recorded, then it should be recorded. Under IC 5-4-1-18 the Auditor, Treasurer, Recorder, Surveyor, Sheriff, Coroner, and Assessor and Clerk are required to be bonded. A crime policy is I allowed under IC 5-4-18 (d) may by ordinance authorize the purchase of a crime insurance policy, see statute for specifics. The crime policy still needs to be recorded.

Question 7: Is there a recommended limit to the dollar amount we allow our customers maintain in their prepay accounts?

Answer 7: The statute (IC 36-2-11-6) says that you have to be paid for the service prior to providing the service. We do not recommend prepaids/escrows, but you are responsible for the money that has been entrusted with until services is provided (recording is done). There is not a set dollar amount for what can be maintained in the escrow accounts, but it is important to note that the escrow amounts should be reconciled with the bank on a monthly basis.

Question 8: Please see the attached POA that an attorney's office submitted and wanted to record in my office. It was not notarized, but had two witnesses to the remote signature. The attorney has included the IC code and affidavit of compliance under IC 30-5-11-4.5 that they said permitted us to accept this document without a notarization. Is this acceptable???

**QUESTIONS AND ANSWERS FROM COUNTY RECORDERS CONFERENCE (Continued)**

Answer 8: Not your decision if it is legal or not, only if it is fit to be recorded or not see IC 36-2-11-10.

Question 9: I had a bad check returned to me and when I contacted the customer they came in the office and provided me cash for the transaction. I wasn't sure how to run a receipt for the cash I accepted. I did not void and re-record the document so I couldn't really give her a receipt from the system unless I were to handle it that way. Should I do a void a re-write to the same number or should I get a generic receipt book to give her a receipt for the transaction? What is the best way to handle this?

Answer 9: Technically correct, should have been voided when the bank said it was NSF. The transaction with the NSF check should be void from the system. The cash transaction should be recorded in your system and in your cash and fee book at the time the transaction occurred. Receipts shall be issued and recorded at the time of the transaction, as stated in Chapter 1 of the Uniform Compliance Guidelines.

However, if this is how you handled it, then use the letter or the notice from the bank as the receipt for the cash, include the date and any additional information for the cash with the deposit. Make sure you keep a paper trail and make a copy for the customer.

Question 10: Specific requirements for accepting electronic signatures on documents. Is the law specific?

Answer 10: It is important to remember that you are to determine if the document fit to be recorded, not if the document is legal. For electronic signatures, you should refer to IC 32-21-2.5-4, "As used in this chapter, "electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a document and executed or adopted by a person with the intent to sign the document." If there is a more specific document or process that this question is referring to, the statute might differ depending on the process.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE**

**FEDERAL GRANTS PRESENTATION**

***GENERAL FEDERAL GRANT QUESTIONS***

Question 1: Who does oversee the grants if there is no grant coordinator- Accounts Payable personnel?

Answer 1: This would be a local decision and should be set up to work the best for each county.

Question 2: Do we need appropriations for Federal grants?

Answer 2: Only advance federal grants do not require appropriations. Reimbursable grants require an appropriation as local dollars are used first.

Question 3: SEFA- What is the process for certification? Who does what? Can we get 100% on the preparation of the SEFA? it seems that there is always at least one word or title or agency that has to be corrected.

Answer 3: The Schedule of Expenditures of Federal Awards (SEFA) is the responsibility of the fiscal officer, which in the case of a county means the Auditor. A county normally has a lot of federal assistance awards they are working with. It is important to get the information as correct as possible and while having a goal of getting it 100% accurate is possible it may be more realistic to try and get it materially correct.

Question 4: Getting all the names correct on the SEFA is impossible. Where do we find the "true" name of the state agency that gives the county the grant? Indiana Department of Health instead of State Department of Health.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

Answer 4: Use this link to find the correct state agency name: [https://www.in.gov/core/find\\_agency.html](https://www.in.gov/core/find_agency.html)

Question 5: The upload of the grant information doesn't work. We still have to key in individual lines. Is there a template?

Answer 5: We are working on trying to get something together to make this easier. Once it is available we will communicate it through our E-Gov delivery service.

Question 6: We received a rural transit grant which included both state and federal dollars. We didn't know the breakdown for each reimbursement, so we included all of the funds on the SEFA and were written up.

Answer 6: The SEFA should only include federal dollars. In a case where there is federal and state dollars included in the agreement the county may need to reach out to the grantor agency to determine how it is separated between the two. Maintain all documentation to support the amounts used on the SEFA.

Question 7: IVD reporting on SEFA, we keep getting errors. Is there a template or guidelines we can use?

Answer 7: Unfortunately, there is no template as the IV-D assistance grant is made up of both advances and reimbursements.

Question 8: Is there a list of all federal grants for each county that the county can access?

Answer 8: No there is no listing of all federal grants for each county. It is the counties responsibility to report what they have.

Question 9: How do you get copies of grant agreements?

Answer 9: The Auditor should work closely with the departments as they apply for grants and the commissioners who sign the agreements.

Question 10: What do you do with dormant grant funds? Can they be transferred to General fund?

Answer 10: See the October 2015 County Bulletin (Volume 397), page 5-6.  
([https://www.in.gov/sboa/files/cob2015\\_397.pdf](https://www.in.gov/sboa/files/cob2015_397.pdf) )

Question 11: What is sole source?

Answer 11: A procurement method used when there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service.

Question 12: We have grants of ARPA to subrecipients; however, the Commissioners aren't complying with the agreement requirements? Are the commissioners bound by the agreements?

Answer 12: This is a legal determination, and we would recommend consulting the county attorney.

Question 13: What is the difference between grant management and fiscal management? Who has responsibility between the auditor and the department?

Answer 13: Grant management would need to be defined at the local level of what the responsibilities are for each department. The fiscal officer in a county is the auditor and is required to be a part of the normal financial processes. Each county should develop processes that assign responsibilities throughout the grant life cycle. Processes can look different from county to county and needs to meet specific needs.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

Question 14: If you do have excess expenses on a project, would it be wrong to move those expenses to the grant fund? How do you avoid a negative balance in the grant fund when there are excess expenses?

Answer 14: Excess expenses above and beyond the cost of the grant should not be transferred to the grant fund causing the grant fund to go negative. The county is allowed to put excess dollars toward a project but should be paid from the fund they are maintained in.

Question 15: If County A receives a grant and County B is a subrecipient of that grant, would the federal grant appear on both SEFA's?

Answer 15: Yes. County A would show a subrecipient amount and County B would show as a federal expenditure.

Question 16: What is the new name for CFDA number?

Answer 16: Assistance Listing Number

Question 17: Where would you find prior presentations for Federal Grants?

Answer 17: On our Website within the Resource Library – Under Presentations and Training Materials for Auditors.

Question 18: Should grant funds ever be received by departments (EMS, Recorder, Sheriff)?

Answer 18: All grant funds should be accounted for on the Auditors Ledger and within the treasury held by the Treasurer.

**ALLOWABLE COSTS/COST PRINCIPLES QUESTIONS**

Question 19: Do the Commissioners have to formally adopt the allowable cost policy? Is this by ordinance or resolution?

Answer 19: An ordinance or resolution is not required.

Question 20: Do you need a policy for each grant or can one policy for the county work?

Answer 20: One county wide policy for all grants could work but amendments may need to be added if a grant has a certain requirement that is not addressed within the policy.

**CASH MANAGEMENT QUESTIONS**

Question 21: On reimbursement grants: the health department uses a credit card for purchases so for grant purposes that is the date of the expense, but the claim is not paid until the next month, so the health department is requesting reimbursement before we have an approved claim. How do we track this?

Answer 21: You may have to set up a spreadsheet to track expenses paid by credit card to reimbursement claims to the grantor agency. In this way, you will know which expenses are being paid by the grant and which expenses are paid by the health fund. Keep the spreadsheet for audit. If the credit card is being used for unallowable costs, that should be addressed to the health department (board of health and director).

Question 22: Explain drawdown, how do we find the federal website for drawdowns?

Answer 22: A drawdown is when the county has been awarded an advanced federal grant that requires the county to login to the system and draw down various amounts at various times in order to pay claims. The grantor agency will get the county access to the system when a grant is awarded.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

***EQUIPMENT/REAL PROPERTY MANAGEMENT QUESTIONS***

Question 23: Who sets the capital asset threshold?

Answer 23: Commissioners would set policy.

Question 24: If an asset is purchased with a federal grant, who owns the asset?

Answer 24: This could be dependent on the specific grant used to purchase the asset. During the time the county has possession of the asset it would be required to be maintained with the capital asset ledger and identified properly as purchased with federal funds.

Question 25: We identify a capital asset by the fund it was purchased from. All the 8000 funds would be federal. Would that work?

Answer 25: If that is the system that the county has set up and is maintained it should be sufficient.

***MATCHING, LEVEL OF EFFORT, EARMARKING QUESTIONS***

Question 26: Does SBOA have a preference in how matching grant are accounted for (move to grant fund)?

Answer 26: The county has a choice of maintaining the matching in the original fund or moving it to the grant fund. Either way requires disbursements to be tracked that are considered matching. All supporting documentation would need to be maintain that verified compliance.

***PERIOD OF PERFORMANCE QUESTIONS***

Question 27: For the period of performance, when we receive emails and other documents from the grantor agency, can we upload these on Gateway?

Answer 27: There is no place to upload these documents in Gateway, but it would be good to retain this information with your other grant documents.

***PROCUREMENT, SUSPENSION, & DEBARMENT QUESTIONS***

Question 28: For Suspension and Debarment: (a) is this only for federal grants? (b) Do Commissioners have to check before signing contracts?

Answer 28: We would recommend making this the practice for all contracts and/or transaction. Yes is should be checked for before entering into a contract or agreement.

Question 29: Regarding the single transaction threshold: If an agreement requires a payment of \$6,000 over a series of years, would you still need to look at suspension and debarment?

Answer 29: Yes, because it would qualify under the contract not the \$25,000 single transaction.

Question 30: Who is responsible for the procurement policy? Auditor or Commissioner?

Answer 30: Commissioners are responsible for entering into contract and approving payments.

Question 31: If our claims procedures document part or all of the procurement policy, would we need a separate policy just for grants?

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**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

Answer 31: No, your procurement policy can refer to the claims procedures document if you already have this as long as federal guidelines are considered a part of the policy.

Question 32: Do we need to initial and date the SAM.gov printouts for suspension and debarment?

Answer 32: That is dependent on your internal control procedures.

Question 33: If we purchase a \$175,000 piece of equipment, do we still have to test suspension and debarment?

Answer 33: Yes, as it would meet a single transaction over \$25,000.

**SUBRECIPIENT MONITORING QUESTIONS**

Question 34: Food and Beverage Tax- do we need agreements if we make grants from this funding?

Answer 34: Yes, public funds cannot be donated or given to other organizations or individuals unless specifically authorized by law. The County's purpose is to provide governmental services such as public health, public safety, roads and highways, or park and recreation to its citizens. We would not take exception to the County entering into a written contract or written grant agreement if the contract or grant provides services that have a county purpose.

**REPEAT FINDINGS PRESENTATION**

Question 35: Can we make departments give us a monthly report on capital assets?

Answer 35: This is a county decision and the policies in place, so if this is your policy, then yes.

Question 36: How many people in an office can have access to Gateway?

Answer 36: Only one individual can have submitter access, this is normally the fiscal officer. As for editor or read only access this access can be delegated to other individuals in your office. You will need to complete a Limited Delegation of Authority (LDA) form and submit the completed form to the SBOA Gateway Helpdesk.

Question 37: When can sales tax be an allowable expense?

Answer 37: This is dependent on who is paying the expenses. If the employee in travel status is paying for meals and lodging the sales tax will be included, as the individual is not exempt. If the county pays for lodging, then the county is exempt and should not pay sales tax.

Question 38: Written policies are needed, especially for new auditors that won't know the process or controls that need to be followed.

Answer 38: Yes, and under IC 5-11-1-27 the county shall ensure that the internal control standards and procedures are developed and adopted and that all personnel receive training over the internal control standards and procedures adopted by the county.

Question 39: MVH Restricted: How much detail needs to be on the claim itself to support the use of restricted fund?

Answer 39: During audit the field examiner should be able to identify if the purchase was for construction, reconstruction, and preservation costs.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

**INTERNAL CONTROLS PRESENTATION**

Question 40: When the departments don't follow the rules (local policy), what do we do?

Answer 40: Local policies should be enforced by the county, per the uniform compliance guidelines for counties, "Each unit is responsible for complying with the ordinances, resolutions, and policies it adopts."

Question 41: If the elected official doesn't follow county policy and doesn't review payroll claims, just signs them, how do we handle that?

Answer 41: Local policies should be enforced by the county.

Question 42: Credit Card was used to pay sales tax or other expenses that are not allowed, what do we do?

Answer 42: The county would have to pay the credit card bill including any sales tax to keep from having late fees. The county would then need to reach out to the Sales Tax Division of the Department of Revenue for a reimbursement of the sales tax paid.

Question 43: Is it acceptable for some else to review claims?

Answer 43: Yes, an individual can be designated to review claims, but the Fiscal Officer is still fiscally responsible to make sure that there is proper oversight, reviews, and approvals.

Question 44: What if there is no communication with Treasurer regarding the ACH deposits?

Answer 44: During an audit we would be looking at the process and where it failed. Each official should document their compliance or how they tried to be in compliance.

**WORKING TOGETHER PRESENTATION**

**DISBURSEMENT QUESTIONS**

Question 45: Auditors process the "stop payment" on payroll checks, can they also move/transfer money into the payroll account?

Answer 45: No, the auditor should not be moving money within the bank accounts.

Question 46: What do we do with claims that do not have any supporting documents?

Answer 46: You cannot pay a claim without proper supporting documentation.

Question 47: When we use an electronic Form 17 in the claims process, there is no actual form 17. How do we document certification of receipt of goods and services? How about other signatures needed?

Answer 47: If it is completely electronic, then within the system there should be a sign stamp or log noting the receipt of goods and services. Sign offs should be in the system if it is fully electronic. If the signatures or sign offs are not in the system, you should talk with your software vendor.

Question 48: We write a check to a separate bank account for the ACH payments, and the Treasurer approves the check. Then the auditor pushes out the ACH. Is this acceptable?

Answer 48: No, the Treasurer should be pushing the actual payment through the bank.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

Question 49: If the auditor initiates the upload file to the bank, then the Treasurer approves the transaction, but the auditor pushes the actual payment, is that ok?

Answer 49: No, the Treasurer should be pushing the actual payment through the bank.

Question 50: If we print out the claims docket and have the treasurer sign to verify there is enough money in the bank, is that sufficient?

Answer 50: Yes.

Question 51: Can the auditor send the ACH file to the bank?

Answer 51: Yes, as long as there are proper procedures in place so that the money does not leave the bank without the Treasurers approval.

Question 52: Both auditor and treasurer have access to the bank and the auditor authorizes all wire transfers. Is that allowed?

Answer 52: No, the auditor should not be authorizing wire transfers.

Question 53: If the auditor initiates payroll and the direct deposit of payroll is that an issue?

Answer 53: Yes, the auditor should not be initiating direct deposit.

***RECONCILING QUESTIONS***

Question 54: What happens if one office (auditor or treasurer) refuses to reconcile each month?

Answer 54: Then the officer who is willing to reconcile should document and maintain documentation at the attempts to reconcile with the other office. At the time of audit we will assess where the breakdown occurred.

***GATEWAY QUESTIONS***

Question 55: If we don't upload the reconciliation forms, we have a red X on Gateway, doesn't that mean we aren't in compliance?

Answer 55: No, the red X simply means that nothing has been uploaded. The red X does not indicate compliance.

Question 56: Do Auditors and Treasurers have the same deadline on Gateway for uploads?

Answer 56: Yes.

***SUPPLEMENTAL ANNUAL FINANCIAL REPORT QUESTIONS***

Question 57: Why can't the supplemental AFR's be uploaded on Gateway instead of turning them into the Auditor?

Answer 57: Gateway is used to store documents for audit purposes. The Auditor does not have access to other departments Gateway uploads, only SBOA has access to these uploads.

Question 58: Why do we get findings when the supplemental AFR is not correct? How can we verify the amounts?



**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

Answer 58: The finding should be for the department submitting the supplemental AFR. When the supplemental AFR is submitted the Department Official certifies the data contained in this report is accurate and agrees with the financial records, to the best of my knowledge and belief. It's the official's responsibility to certify the amounts on the supplemental, it is not the auditor's responsibility to verify the amounts.

**QUESTION AND ANSWER SESSION**

***TREASURER***

Question 59: Does the Treasurer need to attend the exit conference?

Answer 59: The exit conference for the financial statements is held with the County Auditor. There is no reason that the Treasurer can't be present, but the exit can take place without the Treasurer. If there are comments on the office of the Treasurer, the Treasurer is required to attend the exit.

Question 60: Should the Treasurer know when the exit conference is?

Answer 60: There is no reason that the Treasurer should not know when the exit conference is held, however, they may not be notified unless they are invited to attend the exit.

Question 61: For government employees. Is the Treasurer responsible to look up delinquent taxes every month?

Answer 61: IC 6-1.1-22-14 requires that the political subdivisions present a list of employees to the Treasurer at least twice a year or more often if the county legislature adopts an ordinance requiring the certifications to be more often than twice a year. Upon presentation of the lists, the Treasurer should look up delinquent taxes for anyone certified on the list. If the county has an ordinance that the lists should be provided monthly, the Treasurer will have to look up the delinquent taxes monthly. If there is no ordinance, then the task should be done twice a year before June 1 and December 1.

Question 62: If the Treasurer is absent from the office, how do we get checks issued? What if there is no back up in the Treasurer's office? Can the Treasurer be charged for penalties and fines?

Answer 62: The treasurer should have a deputy that has been delegated to sign checks when the Treasurer is absent from the office. During an audit, we would try to determine the reason that penalties and fines were assessed and the officer responsible for the delay in payment. That officer would receive the finding. It is possible that the officer may be charged for those penalties and fines.

Question 63: Does the Treasurer need to respond to an email to document that the Treasurer has reviewed the report?

Answer 63: For the procedure that a Treasurer has reviewed and approved the report, there must be some documentation of the control. This could be a return email that states the Treasurer has reviewed approved the report.

Question 64: Who is responsible for counterfeit bills and the loss?

Answer 64: If you can determine who gave you the counterfeit bill, that person's receipt should be voided, and that individual would be responsible to make good on the bill. If you can't determine who paid with the counterfeit bill, the county would bear the loss.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

***CITIES/TOWNS COURT COST FEES***

Question 65: How do the cities/towns collect on their court cost fees from the county?

Answer 65: See the December 2020 County Bulletin on page 7-8 for the process to distribute city/town court costs. <https://www.in.gov/sboa/files/December,-Volume-424-and-legal-rate-tables.pdf>

Question 66: How do we enforce the Report of Collections from City and Town courts that don't submit the fees collected?

Answer 66: You can't force the city and towns to report to you. They have a responsibility to report and submit their collections to the county in compliance with statute. If they are noncompliant, they could receive an audit finding.

***OPIOID SETTLEMENT***

Question 67: The Community Corrections program is getting a check (grant) from the City from opioid settlement funds? How do handle that? Is it added to our opioid fund. DOC says it is NOT program income.

Answer 67: Set up a local grant fund to account for this grant from the city. You will probably have report back to the city on the use of the grant as they will have to report to the State.

Question 68: When will we get more training on opioid settlement?

Answer 68: As soon as we receive more guidance, we will provide that information.

***PAYROLL***

Question 69: Who has to approve timecards for managers/department heads?

Answer 69: Timecards should be approved by someone who has knowledge of the time worked. This is usually the official or department head. Your county should have a local policy for how timecards are to be approved.

Question 70: Why don't prosecutors have to keep timecards for their employees? How can they set their own policy?

Answer 70: Employees of the prosecutor do have to track their time. The prosecutor should keep records to show the time worked for each employee. Employees of the prosecutor are not county employees, even though they are on the county payroll. They are employees of the judicial circuit. Prosecutors can establish personnel policies for their employees. This should be in writing and a copy provided to the county.

Question 71: How do we handle a violation of county policy for overtime and vacation?

Answer 71: The county should have procedures established for violations of local policy. During an audit, this can be a finding if employees are not following the county policy.

Question 72: What do we do when Judges won't follow county policy?

Answer 72: Judges and their employees are not county employees, even though the court employees are on the county payroll. The Judge can establish a policy for court employees. It should be in writing and a copy provided to the county.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

Question 73: Sheriff wants to use a separate time system, is that permitted?

Answer 73: Sheriff department employees are county employees and should follow county policy on time systems.

Question 74: Assessor pay, does a level III assessor get paid for all three levels (three salaries)? What should be their compensation?

Answer 74: IC 36-2-5-3.5 provides how assessor compensation is set. On the salary ordinance, there should be an amount for an assessor with a level II certification and an amount for an assessor with a level III certification. The compensation for a level III certification should be at least \$1,500 more than the compensation for a Level II assessor. When an assessor achieves the level III certification, their compensation should increase to the amount for a level III assessor. This is a raise in salary and not a per diem, stipend or bonus. The assessor only receives one salary based on their level of certification.

Question 75: Do you need a payroll claim or can you pay without one?

Answer 75: All warrants issued by the auditor need a claim, this includes payroll.

**IC 36-2-8-5Itemized, verified, and allowed claims**

Sec. 5. Compensation of deputies and employees of county officers shall be paid by warrants that are payable to the respective deputies and employees and issued after:

- (1) filing of itemized and verified claims, as prescribed by [IC 36-2-6](#); and
- (2) allowance of the claims by the county executive.

[Pre-Local Government Recodification Citations: 17-3-71-1 part; 17-3-73-4.]

*As added by Acts 1980, P.L.212, SEC.1.*

Question 76: What about Judges, do they have to submit a payroll claim or follow county policy?

Answer 76: Yes, Judges would have to submit a claim for payroll of their employees. However, Judges can have their own personnel policy for court employees rather than following the county policy.

Question 77: How do handle comp time, if the Sheriff has the only records and the Auditor doesn't have access?

Answer 77: The county should have a policy of how comp time is earned and tracked. The auditor should have a copy of the accrued comp time for any employee.

Question 78: If the sheriff salary is based on percentage of prosecutor pay. What do we do when the prosecutor pay changes in mid-year?

Answer 78: IC 36-2-5-14 provides that the sheriff salary may change in mid-year for salaries that are fixed by statute, such as the prosecutor's salary.

**COMMISSARY**

Question 79: Can we reimburse the Commissary fund from General or other county funds?

Answer 79: While it is possible to reimburse commissary from county funds, this should not be a common transaction. Commissary funds should not be used to by-pass the accounts payable process that the Sheriff should follow for claims paid by county funds. The commissary fund should supplement the Sheriff department's budgets. During an audit, frequent reimbursement of commissary funds by county funds could result in a finding.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

Question 80: Does the semi-annual report on commissary have to be a detailed report?

Answer 80: The semi-annual report from the commissary for the County Council should be a copy of the ledger for the six months just ended. If the software provides a report that the Council finds acceptable, we will not take exception to that report being used.

***OTHER QUESTIONS***

Question 81: The payment for redemption of property after a tax sale starts in the Auditor's office, so they receive the cash for that payment (only allow cash or money order). Can't they take the cash to the Treasurer afterwards? They do receipt the payment to the taxpayer.

Answer 81: The payment should be presented to the Treasurer for receipt and the Auditor will then complete the quietus process to post the payment to the Tax Sale Redemption fund. This will require communication and coordination between the two offices, but the application to pay process should be the same as for departmental collections.

Question 82: Who is responsible for the conflict-of-interest form? the auditor or the official with the conflict?

Answer 82: The conflict-of-interest form should be filed with the Clerk of the Court and the State Board of Accounts. This is the responsibility of the officer that has the conflict.

Question 83: How can you possibly have internal controls in a small office (one or two people)?

Answer 83: It is certainly more difficult to establish a segregation of duties when there is only one or two people in the office. You might have to include some controls from outside your office, such as another officer or board member.

Question 84: Should all employees receive internal control training?

Answer 84: IC 5-11-1-27(c) states: As used in this section, "personnel" means an officer or employee of a political subdivision whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds that belong to the federal government, state government, a political subdivision, or another governmental entity.

Question 85: When will we get more training on the new public health funding?

Answer 85: The local health departments will receive training from the IDOH. As we have more information on the accounting for the funding, we will provide that.

Question 86: How do we handle the delay between the deposit of an ACH and the issuance of the quietus? Can we back date?

Answer 86: You should not backdate a transaction. Communication is extremely important to minimize the time between the deposit and the issuance of the quietus. Departments that receive grants should be encouraged to provide information about grant receipts prior to the ACH hitting the bank. The Auditor and Treasurer should work out procedures to ensure that ACH deposits are posted timely.

Question 87: Explain the difference between supplement and supplant.

**QUESTIONS AND ANSWERS FROM COUNTY AUDITORS SPRING CONFERENCE (Continued)**

Answer 87: Supplement means in addition to the funding already provided by another source (such as a county fund). Supplant means that the additional funding replaces the county funding that had supported that purpose. As an example, the sheriff's commissary fund is to supplement the department's budget, so the operations costs continue to come from a budget in the general or public safety fund. However, the commissary can be used to pay for costs that are not part of that budget, such as additional training and equipment. When the recorder provides a sworn statement on any excess amount in the record perpetuation fund and part of the recorder's budget is moved to the record perpetuation fund, the perpetuation fund is supplanting the funding from the general fund.

Question 88: For Redevelopment Claims-do Commissioner have to approve the claims?

Answer 88: The Redevelopment Commission approves the claims for disbursement from RDC funds and would not need the County Commissioners to approve any claims. See IC 36-7-14-8. However, if the RDC had a budget in a county fund, such as the general fund, the County Commissioners would approve those claims.

Question 89: Is there a cheat sheet for all the IC codes?

Answer 89: The Chart of Accounts table called Fund and Account Descriptions provides the statutes for any statutory fund. The statutes would provide for the source of funding and the uses of the funds. The Chart of Accounts is available on the County Auditor's webpage on the State Board of Accounts website.

Question 90: Who should have the investment policy, the treasurer, or the county administrator?

Answer 90: The Treasurer is the investment officer for the county. The Board of Finance should develop the investment policy. The Treasurer would follow the investment policy when choosing and making investments for the county.

Question 91: What is the policy on interest earned from ARPA funds?

Answer 91: We issued a memo regarding interest of ARPA funds on June 15, 2021, and it is available on our website. From that memo:

*Based on this guidance, interest earned on these funds may be posted in accordance with IC 5-13-9-6 to the General Fund or other fund designated by the fiscal body by resolution or the written investment policy of the unit. Interest on investments should not be added automatically to the investment. Instead, interest on investments should be paid to the governmental unit at each maturity date and posted to the appropriate fund.*

Question 92: Why does the auditor get the AFR and vouchers from the Township? Do we have to keep these?

Answer 92: IC 36-6-4-12 requires the Township Trustee to file a copy of the annual financial report and vouchers with the County Auditor. The Auditor is not required to do anything with the report and vouchers, other than to store them and keep them available to the public. You should check with Indiana Archives and Record Administration for how long you need to keep these copies.



# STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

STATE BOARD OF ACCOUNTS  
302 WEST WASHINGTON STREET  
ROOM E418  
INDIANAPOLIS, INDIANA 46204-2765

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As required by Ind. Code § 33-38-5-5 and § 33-41-2-10, the State Board of Accounts annually certifies to the County Auditor the judicial circuit classes. Judicial circuit classes are calculated by using the population and gross assessed values for each county as provided by the Department of Local Government and Finance (DLGF). The classes were established using the gross assessed values certified to the State in March of this year.

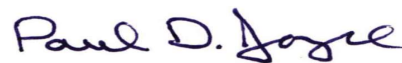
| County     |                    | Judicial             | County     |                    | Judicial             |
|------------|--------------------|----------------------|------------|--------------------|----------------------|
| <u>No.</u> | <u>County Name</u> | <u>Circuit Class</u> | <u>No.</u> | <u>County Name</u> | <u>Circuit Class</u> |
| 1          | Adams              | 8                    | 47         | Lawrence           | 7                    |
| 2          | Allen              | 2                    | 48         | Madison            | 3                    |
| 3          | Bartholomew        | 3                    | 49         | Marion             | 1                    |
| 4          | Benton             | 9                    | 50         | Marshall           | 5                    |
| 5          | Blackford          | 9                    | 51         | Martin             | 9                    |
| 6          | Boone              | 3                    | 52         | Miami              | 8                    |
| 7          | Brown              | 9                    | 53         | Monroe             | 3                    |
| 8          | Carroll            | 9                    | 54         | Montgomery         | 7                    |
| 9          | Cass               | 8                    | 55         | Morgan             | 4                    |
| 10         | Clark              | 3                    | 56         | Newton             | 9                    |
| 11         | Clay               | 9                    | 57         | Noble              | 5                    |
| 12         | Clinton            | 8                    | 58         | Ohio - Dearborn*   | 5                    |
| 13         | Crawford           | 9                    | 59         | Orange             | 9                    |
| 14         | Daviess            | 8                    | 60         | Owen               | 9                    |
| 15         | Dearborn - Ohio *  | 5                    | 61         | Parke              | 9                    |
| 16         | Decatur            | 8                    | 62         | Perry              | 9                    |
| 17         | Dekalb             | 5                    | 63         | Pike               | 9                    |
| 18         | Delaware           | 3                    | 64         | Porter             | 2                    |
| 19         | Dubois             | 6                    | 65         | Posey              | 8                    |
| 20         | Elkhart            | 2                    | 66         | Pulaski            | 9                    |
| 21         | Fayette            | 9                    | 67         | Putnam             | 8                    |
| 22         | Floyd              | 4                    | 68         | Randolph           | 8                    |
| 23         | Fountain           | 9                    | 69         | Ripley             | 8                    |
| 24         | Franklin           | 9                    | 70         | Rush               | 9                    |
| 25         | Fulton             | 9                    | 71         | St. Joseph         | 9                    |
| 26         | Gibson             | 6                    | 72         | Scott              | 6                    |
| 27         | Grant              | 5                    | 73         | Shelby             | 8                    |
| 28         | Greene             | 8                    | 74         | Spencer            | 2                    |
| 29         | Hamilton           | 2                    | 75         | Starke             | 9                    |
| 30         | Hancock            | 3                    | 76         | Steuben            | 6                    |
| 31         | Harrison           | 7                    | 77         | Sullivan           | 9                    |
| 32         | Hendricks          | 2                    | 78         | Switzerland        | 9                    |

| County<br><u>No.</u> | <u>County Name</u> | Judicial<br><u>Circuit Class</u> | County<br><u>No.</u> | <u>County Name</u> | Judicial<br><u>Circuit Class</u> |
|----------------------|--------------------|----------------------------------|----------------------|--------------------|----------------------------------|
| 33                   | Henry              | 7                                | 79                   | Tippecanoe         | 2                                |
| 34                   | Howard             | 4                                | 80                   | Tipton             | 9                                |
| 35                   | Huntington         | 7                                | 81                   | Union              | 9                                |
| 36                   | Jackson            | 6                                | 82                   | Vanderburgh        | 2                                |
| 37                   | Jasper             | 7                                | 83                   | Vermillion         | 9                                |
| 38                   | Jay                | 9                                | 84                   | Vigo               | 3                                |
| 39                   | Jefferson          | 8                                | 85                   | Wabash             | 8                                |
| 40                   | Jennings           | 9                                | 86                   | Warren             | 9                                |
| 41                   | Johnson            | 2                                | 87                   | Warrick            | 4                                |
| 42                   | Knox               | 7                                | 88                   | Washington         | 9                                |
| 43                   | Kosciusko          | 3                                | 89                   | Wayne              | 4                                |
| 44                   | Lagrange           | 6                                | 90                   | Wells              | 8                                |
| 45                   | Lake               | 2                                | 91                   | White              | 8                                |
| 46                   | LaPorte            | 3                                | 92                   | Whitley            | 7                                |

\* - Dearborn and Ohio share a judicial circuit, so they are combined for the class determination

I, Paul D. Joyce, CPA, State Examiner of the State Board of Accounts, do hereby certify that the judicial circuit classes set forth above were established by the State Board of Accounts pursuant to Ind. Code §33-38-5-5 and §33-41-2-10.

July 21, 2023




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Signature